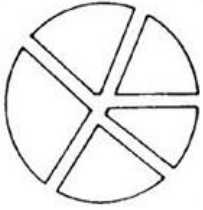


TYPE II

Certificate of Appropriateness Application Package

**CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION**
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(404) 330-6200 FAX (404) 658-6734

January 2005



CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(404) 330-6200 FAX (404) 658-6734

Certificate of Appropriateness Application Package

Step by Step Checklist

- ☐ Review **CERTIFICATE OF APPROPRIATENESS PROCESS**.
- ☐ Review **Economic Incentives for Historic Preservation** to determine eligibility and to obtain contact information.
- ☐ Refer to the **Deadlines for Type II Certificate of Appropriateness Applications** table for application deadline, sign posting deadline, and corresponding hearing date.
- ☐ All applicants should **submit relevant** material to support their application (See application for details). The Urban Design Commission may defer applications if materials are not sufficient to evaluate the proposal. All plans or revisions to original plans must be dated.
- ☐ All applicants submitting a **Type II, Type III, Type IV**, or a **Review and Comment Application** to the Atlanta Urban Design Commission must provide two (2) to-scale set of plans and twelve (12) sets of reduced plans (no smaller than 8 ½ " X 11"). In addition, it will be necessary to submit 12 copies of any other materials the applicant would like the Commission to consider (i.e. photographs, project description, cover letter, etc.).
- ☐ All applicants submitting a **Variance Petition Addendum** must provide an electronic copy of the variance justification in Microsoft Word form.
- ☐ Complete appropriate **Application** in full and return it to the Commission staff with original signatures before 5:00 pm on the appropriate deadline date, including an original notarized **Authorization by Property Owner**, if applicable.
- ☐ Review **Notice to Applicants Concerning Certificates of Appropriateness**.
- ☐ Read, sign and return the **Sign Posting Instructions** to the Commission staff and pick up the appropriate number of signs. Review **Neighborhood Notification Form** if required.
- ☐ Post signs according to instructions before the sign posting deadline; return the signed and notarized **Sign Posting Affidavit** to the Commission before your hearing date.
- ☐ The Atlanta Urban Design Commission will publish and mail to you an **Agenda** for your hearing date.
- ☐ The Atlanta Urban Design Commission will send a **Staff Report** to you regarding your application prior to your hearing date. Review the staff report prior to the meeting. (This is the staff's assessment of your project per the relevant regulations).
- ☐ At the Atlanta Urban Design Commission Hearing you can make a **Presentation** about you proposal.

Certificate of Appropriateness Process

A Certificate of Appropriateness must be issued by the Atlanta Urban Design Commission before a building permit can be issued for changes to the exterior of any individually designated building, or any building in a designated district.

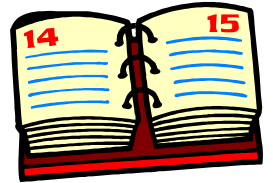
Step One:

Obtain appropriate application materials from the Atlanta Urban Design Commission and check the deadline schedule to determine important dates and deadlines for your application.



Step Two:

Submit completed application, with original signatures, and all supplemental material by 5:00 p.m. on the appropriate deadline.



Step Four:

The Urban Design Commission meets on the 2nd and 4th Wednesday of every month at 4:00 p.m. in City Council Chambers. The Commission is comprised of 11 city residents, each with a required professional background and appointed by the Mayor and the City Council. Consult the deadline schedule for the hearing date that corresponds to your application deadline.



Step Three:

The Commission staff will distribute copies of your application materials to the Commission members for review. The commission staff will also prepare a Staff Report to review the application for compliance with the City's Historic Preservation Ordinance and other regulations specific to your application. Copies of this report are given to Commission members, faxed to the applicant, and made available to the public prior to the meeting.

Step Five:

At the Commission meeting, each applicant will have ten minutes to present his or her application. Anyone opposing the proposed work will also have ten minutes to make a presentation to the Commission. Commission members may ask questions of the applicant and other parties. The Commission will decide to approve your application, approve your application with conditions, or deny your application. Applications for the demolition of a building or site may require further procedures.



Step Six:

If approved for a Certificate Appropriateness, you may complete your application for a building permit.

Step Seven:

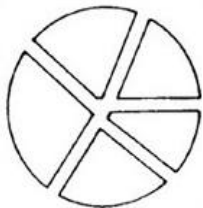
If denied, you will be unable to obtain a building permit. You may submit a revised application, taking into account the commission's objections to the proposed work or file an **APPEAL** in Fulton County Superior Court within 30 days on the Commission's decision.



TYPE II

2005 DEADLINES FOR CERTIFICATE OF APPROPRIATENESS APPLICATIONS

Application Deadline	Sign Posting Deadline	Hearing Date
December 27	January 3	January 12
January 10	January 17	January 26
January 24	January 31	February 9
February 7	February 14	February 23
February 21	February 28	March 9
March 7	March 14	March 23
March 28	April 4	April 13
April 11	April 18	April 27
April 25	May 2	May 11
May 9	May 16	May 25
May 23	May 30	June 8
June 6	June 13	June 22
June 27	July 4	July 13
July 11	July 18	July 27
July 25	August 1	August 10
August 8	August 15	August 24
August 29	September 5	September 14
September 12	September 19	September 28
September 26	October 3	October 12
October 10	October 17	October 26
October 24	October 31	November 9
November 7	November 14	November 21
November 28	December 5	December 14



CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(405) 330-6200 FAX (404) 658-6734

Application# _____

Date Accepted _____

Authorization by Property Owner

(Required only if the applicant is not the owner of the property subject to the proposed application)

I, _____ (**OWNER'S NAME**) SWEAR AND AFFIRM THAT I AM THE
OWNER OF THE PROPERTY AT _____ (**PROPERTY ADDRESS**).
AS SHOWN IN THE RECORDS OF _____ COUNTY, GEORGIA, WHICH IS THE SUBJECT
MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO FILE THIS
APPLICATION AS MY AGENT.

NAME OF APPLICANT:

LAST NAME _____ FIRST NAME _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP CODE _____

OWNER'S TELEPHONE NUMBER:

AREA CODE () NUMBER _____ - _____

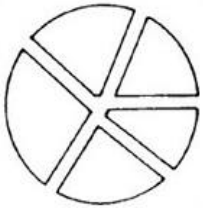
SIGNATURE OF OWNER

PRINT NAME OF OWNER

**PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION
CONTAINED IN THIS AUTHORIZATION IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF.**

NOTARY PUBLIC

DATE



CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(406) 330-6200 FAX (404) 658-6734

Application# _____

Date Accepted _____

TYPE II

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Applicant's Name _____

Applicant's address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ E-Mail _____

DESCRIPTION OF PROPERTY:

Property Address _____

Name of Property or District _____ Designation Type _____

Zoning _____ District (Please Circle) 14 15 17 Land Lot _____ NPU _____ City Council District _____

DESCRIPTION OF PROJECT:

Describe clearly and in detail **ALL** new construction, alterations, repairs or other changes to the exterior appearance or site proposed for property under consideration. (Use additional pages as necessary).

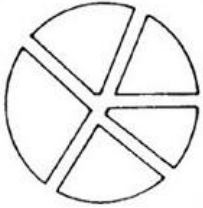
ADDITIONAL MATERIALS REQUIRED FOR ALTERATIONS TO AN EXISTING BUILDING:

- ? Photographs of all facades, including the roof and foundation (even if the work is to be done on one side of the building).
- ? Photographs of area where the work is to be performed (for example: windows, doors, chimneys, porch, siding, etc.).
- ? Architectural drawings, detailed and dimensioned, showing both existing elevations and the proposed changes to those elevations.
- ? Floor plan, if the proposed alteration includes an addition or enclosure / new installation of windows/doors.
- ? Site plan must show dimensioned property lines and setbacks if your project is an addition, deck, fence or wall, driveway or other.
- ? Details on exterior materials, such as manufacturer's specification pamphlets for windows, siding material, etc.

I HEREBY AUTHORIZE THE STAFF AND MEMBERS OF THE ATLANTA URBAN DESIGN COMMISSION TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT OR AGENT FOR APPLICANT

EXECUTIVE DIRECTOR, AUDC



CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(407) 330-6200 FAX (404) 658-6734

Notice to Applicants

Concerning Certificates of Appropriateness

The applicant is hereby notified that the Atlanta Urban Design Commission (AUDC) only reviews the elevations and site plans for the purposes of compliance with the regulations of the district where the structure is located or to be located and that it is the applicant's duty to ensure that all plans for the project will coordinate to achieve a finished product that complies with the elevations and site plan. The review is for the purpose of determining compliance with those sections of the Zoning Code applying to the district where the project is located or to be located.

It is the applicant's duty to ensure that all drawings or plans, that may be required for further permitting of the actual construction of the project, will result in a finished project that complies with the elevations and site plan on which the Certificate of Appropriateness was granted. The applicant is further notified the neither the Bureau of Buildings nor any other City of Atlanta agencies that review any other part of the overall project plans for compliance to building codes, zoning codes, tree preservation, riparian buffers, drainage and sewer or any other regulation in effect at the time of plan review have the authority to approve any changes to the exterior appearance or site plan regulated by the AUDC. It is the responsibility of the applicant to ensure that any changes required, requested, or allowed by any City agency during the plan approval stage of the building permit process will not alter the exterior appearance of any structure or cause the relocation, rearrangement and/or reorientation of any feature of the site plan. Therefore, it is important for the applicant to be aware that even changes which may be in compliance with other codes, including but not limited to, an increase to the height of the structure whether resulting from changes to the foundation or the framing plan, alterations to the interior layout of the structure that affect the location or size of exterior doors or windows, or changes to the framing plan for the roof, may affect the exterior appearance in a manner which could cause the finished structure to be out of compliance with the elevations approved by the AUDC.

It is also the responsibility of the applicant to ensure that any changes made on site during the construction of the project, regardless of whether such changes are approved by a City inspector, or representative of another City agency as being in compliance with the building codes or other applicable codes, do not result in a change to the appearance of the exterior of the structure or site plan. The applicant is further put on notice that the location of any feature specified on the site plan is not to be changed from that which is specified on the site plan approved by the AUDC, including without limitation, any such changes that might affect setbacks, the orientation of all structures on the lot, including accessory buildings or the location and size of driveways, walkways, and parking pads or spaces. It shall be the responsibility of the applicant to ensure that all plans for the project, however and by whoever approved, result in a final product that is consistent with the site plan and elevations approved by the AUDC. It shall be the responsibility of the applicant, not the AUDC, to monitor the project for compliance to the approved elevations and site plan. The Historic Preservation Ordinance provides a process under which changes to approved plans may be allowed upon application to the AUDC, however such approval is not guaranteed and the applicant is hereby notified that such changes are based on district regulations not on the fact that hardship, financial or otherwise, may result. The duty to adequately monitor the project to ensure compliance to approved

NOTICE TO APPLICANTS, continued

plans shall at all times be on the applicant, who assumes all risk of loss, financial or otherwise, from enforcement actions that result from the failure to comply with the plans approved by the AUDC.

The applicant acknowledges that relief from any stop work order or other enforcement action, whether resulting from action taken by the AUDC, the Bureau of Buildings staff or by the staff of any other City agency, must be appealed within the time and in the manner provided by the City Code.

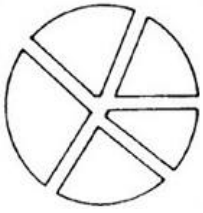
The applicant further acknowledges that the decision to apply to the AUDC for permission to change the approved plans is not an appeal of the stop work order to the BZA. The applicant acknowledges that the choice to utilize one or both administrative processes rests solely with them and shall be made in compliance with the Code of Ordinances. The applicant further acknowledges that no written or oral representation of any City officer, employee, agent or elected official can waive or modify the City Code.

Certificate of Appropriateness _____

Date Accepted _____

Applicant's Signature _____

Applicant's Name Printed _____



CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(408) 330-6200 FAX (404) 658-6734

Neighborhood Contacts

While it is not a requirement of the Applicant to contact a neighborhood representative, or meet with a neighborhood committee, the Urban Design Commission *strongly encourages* you to do so, prior to the submission of the application. Neighborhood Representative Contact, listed by Historic/Landmark District:

Adair Park Historic District

Adair Park Today
Jeanne Mills, (404) 753-6265
Meets 1st Tuesday of each month*

Brookwood Hills Conservation District

Brookwood Hills Community Club Civic Org.
Walter Bland, President, (404) 601-5861
Meets 1st Monday of each month*

Cabbagetown Landmark District

Cabbagetown Neighborhood Improvement Assoc.
Michael Alexander, President, (404) 521-9691
Meets 2nd Tuesday of each month*

Castleberry Hill District

Castleberry Hill Neighborhood Association
Calvin Lockwood, Chair, Land-use / Zoning Committee
(404) 221-0201 or calvin@calvinlockwood.com
Meets 3rd Monday of each month*

Druid Hills Landmark District

Druid Hills Civic Association
Alida Silverman, (404) 377-9621
Meets 3rd Wednesday of each month*

Grant Park Historic District

Grant Park Neighborhood Association
Jocelyn Mills, jocelynmills@bellsouth.net or (404) 725-8955
Meets 4th Tuesday of each month*

Inman Park Historic District

Inman Park Neighborhood Association
Jonathan Miller, historic.preservation@inmanpark.org
Meets 3rd Wednesday of each month*

Martin Luther King, Jr., Landmark District

Neighborhood Planning Unit M
David Patton, (404) 522-2596
Meets 4th Monday of each month*

Oakland City Historic District

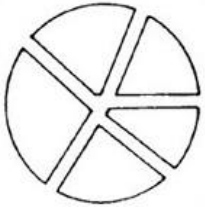
Oakland City Community Organization
Jamila Houser, (404) 752-9232
Meets 2nd Saturday of each month*

West End Historic District

West End Neighborhood Development, Inc.
Handy Johnson, (404) 656-6540
Meets 1st Tuesday of each month*

Whittier Mill Historic District

Whittier Mill Village Neighborhood Assoc.
Michelle Brown, Chair
(404) 799-7890 or fewbrown@bellsouth.net
Meets when necessary*



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Economic Incentives for Historic Preservation

Landmark Historic Property Tax Abatement Program

The owner of an income-producing building, which is listed in the National or Georgia Register of Historic Places and has been designated by the City of Atlanta as a Landmark Building or a contributing building in a Landmark District, may obtain preferential property tax treatment. The building must be in standard repair or already have undergone rehabilitation. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market values of the building and up to two acres of land surrounding it, is frozen for eight years at the level existing at the time of application and certification. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. The application for this tax freeze must be filed by December 31st of the year before the freeze will go into effect. For further information, contact Karen Huebner, Atlanta Urban Design Commission, 55 Trinity Avenue, SW, Suite 3400, Atlanta, Georgia 30335-0331 (404-330-6200) or khuebner@atlantaga.gov.

Rehabilitated Historic Property Tax Abatement Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and has undergone a major rehabilitation initiated after January 1, 1989, may obtain preferential property tax treatment. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value is frozen at the pre-rehabilitation level for a period of eight years. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. Qualifying rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have increased the fair market value of the building by not less than 50% for owner-occupied residential real property, or not less than 100% for income-producing real property. The application for this tax freeze must be filed by December 31st of the year before the freeze will go into effect. For further information, contact Martha Marcille, Tax Incentives Coordinator, at the Georgia Department of Natural Resources, Historic Preservation Division, 47 Trinity Avenue, SW, Suite 414-H, Atlanta, Georgia 30334-9006 (404-651-5566) or martha_marcille@dnr.state.ga.us.

Federal Tax Credit Program

If a property is listed on the National Register of Historic Places, the owner or long-term lessee of an income-producing property is entitled to an investment tax credit of up to 20% of the qualified rehabilitation expenses of a substantial rehabilitation performed in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. All buildings, sites and districts designated by the City of Atlanta are required to meet the criteria for listing on the National Register of Historic Places. For further information, contact the Georgia Department of Natural Resources at the address and telephone number above.

State Income Tax Credit Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and is planning to start a substantial rehabilitation on or after January 1, 2004, is eligible to apply for the credit. The program provides property owners of historic homes who complete a DNR-approved rehabilitation the opportunity to take 10% of the rehabilitation expenditures as a state income tax credit up to \$5,000. In the home is located in a target area, the credit may be equal to 15% of the rehabilitation expenditures up to \$5,000 and for any other certified structure, the credit may be equal to 20% of rehabilitation expenses up to \$5,000. DNR-approved rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have qualified rehabilitation expenses that exceed the lesser of \$25,000 or 50% of the adjusted basis of a historic home used as a principal residence, \$5,000 for a historic home used as a principal residence in a target area, or the greater of \$5,000 or the adjusted basis of the building for any other certified historic structure. Further, at least 5% of the qualified rehabilitation expenses must be allocated to work completed on the exterior of the structure. For further information, contact the Georgia Department of Natural Resources at the address and telephone number above.

City/County Enterprise Zone Tax Abatement Program

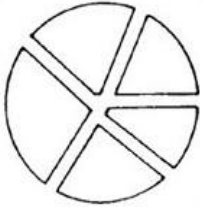
Ad valorem property tax exemptions covering a ten-year period can be obtained by owners of qualifying historic multi-family and non-residential structures located in enterprise zone eligible areas. There is no minimum acreage requirements for proposed zones. Structures suitable for rehabilitation/renovation must provide a minimum of four multi-family housing units. For further information, contact the Enterprise Zone Planner at the Atlanta Bureau of Planning, 55 Trinity Avenue SW, Suite 3350, Atlanta, Georgia 30335-0310 (404-330-6145).

Development Impact Fee Exemption

The owner of a city-designated Landmark Building or a contributing in a Landmark District, which will undergo a rehabilitation or conversion, may obtain a 100% exemption from the payment of Development Impact Fees for building permits associated with the rehabilitation/conversion project. Such an exemption must be obtained prior to the issuance of a Building Permit. For further information, contact Chuck Adair, Atlanta Bureau of Buildings, 55 Trinity Avenue SW, Suite 3900, Atlanta, Georgia 30335-0309 (404-330-6153) or cadair@atlantaga.gov.

Façade Easements

A preservation easement is a legally enforceable commitment by a property owner to preserve the facades of a historic structure so that its exterior architectural features remain unchanged in perpetuity. Properties must be National Register-eligible structures. Federal and State income tax deductions can be taken as well as the possibility of other tax advantages related to a property's decrease in value as a result of an easement donation. For further information, contact Easements Atlanta, Inc. c/o the Atlanta Preservation Center, 327 St. Paul Avenue, SE, Atlanta, Georgia 30312 (404-688-3353)



CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(404) 330-6200 FAX (404) 658-6734

Application# _____

Date Accepted _____

Type II

Certificate of Appropriateness Sign Posting Instructions

Notice of Hearings: Per Section 16-20.008(b)(4) of the City of Atlanta Land Development Code, as amended, prior to any meeting of the commission at which an application for a Type II Certificate of Appropriateness shall be considered, the following form of notice is required.

A sign shall be posted on each property for which an application for certificate of appropriateness is made to the commission. Such sign shall be posted in a conspicuous place on the property, shall be at least six (6) square feet in area, and shall be posted at least one (1) week prior to the meeting of the commission at which the application will be considered. Said sign shall state the date, time, place, and purpose of the hearing which will be held by the commission.

Do not mutilate, remove, modify, or relocate the sign posting(s).

INSTRUCTIONS:

Your application will be placed on the Meeting Agenda for _____, therefore, your sign must be posted by _____ and must remain posted until the day after the meeting.

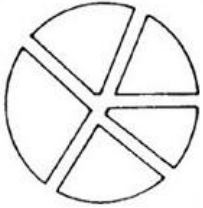
If the item is deferred, the sign must remain posted until the day after the meeting, where a decision has been made by the Urban Design Commission.

As the applicant (application number _____), I acknowledge having received these instructions for Type II Certificate of Appropriateness Sign Posting Requirements.

Printed Name

Signature

Date



CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(404) 330-6200 FAX (404) 658-6734

Application# _____

Date Accepted _____

SIGN POSTING AFFIDAVIT

SIGN POSTED ON THIS DATE: _____

NAME OF APPLICANT: _____

PROPERTY LOCATION: _____

LOCATION OF SIGN(S) POSTED: _____

SIGN COPY

“HEARING FOR APPLICATION WILL BE HELD ON _____ BY THE CITY OF ATLANTA URBAN DESIGN COMMISSION AT 4:00 pm, 2ND FLOOR, CITY COUNCIL CHAMBERS, CITY HALL-SOUTH BUILDING, AT 55 TRINITY AVENUE, ATLANTA, GEORGIA. “

I SWEAR THAT ON THE ABOVE DATE, I PERSONALLY POSTED IN THE MOST CONSPICUOUS PLACE POSSIBLE ON THE PREMISES AFFECTED BY THIS APPLICATION, SIGNS AS INDICATED ABOVE.

APPLICANT'S SIGNATURE

PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION CONTAINED IN THIS AFFIDAVIT IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF.

NOTARY PUBLIC

DATE

Original Notarized Affidavit must be received by the Atlanta Urban Design Commission no later than your hearing date. If Affidavit is not received, your case will not be heard.